



## Evidence Technician

**POSITION:** Evidence Technician

**DEPARTMENT:** Sheriff's Department

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Sergeant

**PAY SCALE:** PS50

**EFFECTIVE DATE:** 1/1/2016

### General Statement of Duties

Under general supervision, performs a variety of technical and specialized clerical duties involved in receiving, processing, storing, safeguarding, delivering, releasing and disposing of evidentiary and non-evidentiary property, and supplies; maintains an inventory of evidence and property submitted to the Sheriff's Office and supplies purchased by the Sheriff's Office; ensures the safe and careful handling of evidence; and protects the integrity of evidence through the judicial process.

Conducts office and field work related to crime scene investigation; responds to crime scenes as needed and under supervision collects, examines, photographs, and analyzes property and evidence; packages, files, documents, reports, and reviews property and evidence, transports and stores property and evidence, paperwork and reports as required; provides courtroom testimony as required.

### Essential Functions

1. Receive, identify, classify, process, store, safeguard, oversee delivering of, release, and dispose of all types of evidentiary and non-evidentiary property including weapons, explosives, narcotics, money, hazardous materials, and body parts and fluids; ensure incoming property has proper documentation and packaging; issue receipts for property received.
2. Accurately track the movement of and maintain chain of custody documentation for all property and evidence; retrieve, package, release to personnel, and oversee the transport of property and evidence to labs for special testing, to court for hearings and trials, and/or storage; inspect, verify receipt of, and place property back in original or new location when returned.

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3. Coordinate the release, destruction, and disposal of adjudicated, obsolete, and unclaimed property and evidence as authorized; develop corresponding instructing property owners of the disposition of the property; release items to the right owner; pull evidence to be destroyed, auctioned; dispose of narcotics in manner directed; prepare associated reports.
4. Maintain accurate records and logs of all property and evidence; maintain manual and computerized record control systems and/or data bases; operate a computer to access, enter and retrieve a variety of information; print and deliver reports.
5. Purchase and issue supplies related to the collection, processing, and storage of property and evidence as assigned.
6. Answer questions and provide general information to the general public, and institutions such as District Attorney's Office, crime labs, and defense counsel including requests for information on property and evidence held; provide information regarding Sheriff's Office policies and procedures pertaining to the storage and release of property and evidence
7. Provide training and assistance to Sheriff's Office staff on a proper packaging and handling of impounded property.
8. Attend and participate in training sessions related to area of assignment including firearms safety, bomb/explosive awareness, infectious disease control, hazardous materials awareness, occupational exposure to blood borne pathogens awareness, radio communications, telecommunications, evidence tracking and control systems, general forensic laboratory and evidence collection, and evidence packaging and sealing techniques.
9. Check and process a variety of forms, reports, and documents; process laboratory service requests, court orders, and other documentation.
10. Under supervision, responds to and preserves crime scenes and collects items of evidence; prepares and places evidence for storage and/or laboratory testing.
11. Collect, store, and dispose of property and evidence in accordance with applicable laws and policies and procedures and retention requirements.
12. Create photographic evidence, audio/visual evidence in multiple media formats; provide for the secure storage of digital evidence; downloading, storing, and producing digital media by various means for purposes to include, but not limited to: investigations, laboratory examination, and judicial proceedings.
13. Monitors evidence storage areas utilizing established security standards; ensures proper temperatures are maintained for sensitive items.
14. Participates in depositions and/or testifies in court proceedings.
15. Prepares and maintains reports, records, logs and/or other related items.
16. Drives vehicle to perform one or more essential functions.
17. Performs other duties of a similar or related level as necessary or assigned.
18. Use applicable tools and equipment.
19. Perform a variety of clerical and administrative duties in support of Office operations.
20. Store, safeguard, issue, and maintain an inventory of supplies and equipment including, but not limited to office supplies; coordinate maintenance and repair; maintain files and information on issued items, vendors, and suppliers.

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*Date*

## Qualifications

*The following generally describes the knowledge and ability required to enter the job and/or learn within a short period of time in order to perform the assigned duties.*

### **Knowledge of:**

1. Operations, services, and activities of a property and evidence room.
2. Methods, procedures, principles, practices, and terminology used in property and evidence handling, recording, preservation, storage, and release.
3. Court procedures regarding evidence.
4. Legal guidelines pertaining to the maintenance and control of evidence.
5. Records management and inventory techniques.
6. Warehousing, storekeeping principles and practices, organization and categorization of inventories.
7. Principles and procedures of record keeping.
8. Principles of business letter writing and basic report preparation.
9. Office procedures, methods, and equipment including computers and applicable software applications.
10. Occupational hazards and standard safety practices.
11. Pertinent federal, state, and local laws, codes, and regulations.
12. Methods and techniques used in customer service and public relations.
13. General office procedures; MS Excel, MSWord and general database reporting and record-keeping processes.
14. English usage; reading, writing, spelling, grammar, and punctuation.

### **Ability to:**

1. Perform a variety of technical and specialized clerical duties with speed, accuracy, and efficiency.
2. Receive, process, store, document, release, and dispose of various evidence and property.
3. Effectively and accurately account for police property and evidence; organize and maintain control systems.
4. Maintain a current knowledge of evidence and property storage and release procedures.
5. Apply and explain pertinent laws, rules, regulations, protocols, and policies related to property and evidence.
6. Understand the criminal and civil judicial system.
7. Maintain a variety of records.
8. Prepare clear and concise reports.
9. Operate modern office equipment including computers and applicable software.
10. Respond to requests and general inquiries from the general public in a timely manner.
11. Safely perform the physical requirements necessary in storing and moving materials.
12. Order a variety of supplies, materials, and equipment.
13. Plan and organize work to meet changing priorities and deadlines.
14. Follow oral and written instructions.
15. Work independently in the absence of supervision.

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16. Demonstrate an awareness and appreciation of the cultural diversity of the community.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships with those contacted in the course of work.
19. Maintain a high level of professionalism and confidentiality.
20. Comply with laws, rules, regulations, policies and procedures.
21. Learn and apply Sheriff's Office and County policies and procedures; make appropriate decisions in a work setting; adapt to change; be a positive member of a team; deal with conflict effectively; provide a high level of customer service; exhibit patience and composure in difficult situations; take initiative and follow-through on projects.

**Education, Experience, Formal Training and general requirements:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. High school diploma or equivalent.
2. Must be 21 years of age
3. Two years of general clerical experience.
4. Experience related to the operation and/or inventory control of a stockroom or warehouse.
5. Specialized training related to the area of assignment including principles and practices used in property and evidence handling, classification and storage.

Licenses or certifications:

- Valid Colorado Driver's License at time of appointment and throughout employment.

**Internal & External Contacts**

Internal Contacts – Frequently interacts with other Sheriff's Office and County employees.

External Contacts – Frequently interacts with the general public; occasionally interacts with court personnel.

**Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job function. Request for reasonable accommodation(s) must be made to the Summit County Sheriff's Office.

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### Required Physical Activities

Primary functions require sufficient physical ability to work in an office and storeroom setting and operate office equipment. Frequent sitting, standing, walking, bending while maintaining equilibrium, climb, climb a ladder, balance, kneel, crouch or crawl, twisting, and stooping; reaching above shoulder height; smell; upward and downward flexion of the neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard controls, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; moderate grasping to manipulate books and manuals; side-to-side turning of neck; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below the waist to above the shoulders and transporting distances of up to 50 feet. Employee occasionally must exert force in excess of 100 pounds, and frequently required to exert in excess of 50 pounds of force.

Vision: See in the normal vision range, close vision and distance vision with or without correction; color vision, depth perception, peripheral vision, and ability to adjust focus; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

### Work Environment

The work environment may be indoors or outdoors with extreme temperatures in urban or mountain environments depending on assignment. Office and storage room settings with some travel to transport evidence to laboratories or court; work in confined spaces; work at heights on ladders. The noise level in the work environment may be moderately loud, depending on locations; at times the noise level may be loud, with frequent interruptions and multiple demands. The employee may be exposed to hazardous situations, which may involve physically violent or mentally or emotionally disturbed persons. The employee may be subjected to fumes, odors, dusts, gases, poor ventilation, chemicals, blood and other bodily fluids, inadequate lighting and work space restrictions. The employee may be required to work outside normal business hours of Monday through Friday 8:00 a.m. to 5:00 p.m. Work environment is professional, both team and autonomy oriented, having variable tasks and variable pace and pressure.

### Required Travel

The employee is frequently required to travel throughout Summit County. The employee is occasionally required to travel throughout the State of Colorado. Overnight travel is infrequently required.

### Computers and Office Equipment

Computer and relevant software applications; Personal computers; calculators; digital and other copy machines; mail machines; computer printers; typewriter; scanner; facsimile; County vehicles.

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### Testing

1. Must satisfactorily pass background check to include, but not limited to a criminal history check, finger print examination, employment and reference check.
2. Must have no felony convictions.
3. Must submit to and satisfactorily polygraph examination prior to and as requested by management throughout employment.
4. Must have and maintain a valid Colorado driver's license.
5. Must satisfactorily pass a general psychological examination.

This job description is not intended to be an exclusive list of all duties, responsibilities or qualifications associated with the job. Nothing in this job description restricts Summit County Sheriff's Office ability to assign, reassign or eliminate duties and responsibilities of the job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the Summit County Sheriff's Office current assignment of essential functions. Those functions may change at any time as the needs of the Summit County Sheriff's Office change or for other reasons deemed appropriate by the Summit County Sheriff's Office. *It is the policy of Summit County Government not to discriminate on the basis of race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity, marital status, veteran status or any other protected basis is unlawful under federal and state law.*

**This job description does not constitute an employment agreement.**

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